

# General Inspection Checklist for Safety Representatives

This checklist can be used as a guide to help inspect a workplace for common problems. It is not an exhaustive list of items and will not cover all hazards in all workplaces. It can be completed in a single inspection or over a series of shorter inspections. The template can be adapted to suit your workplace or you can use the blank boxes to add in additional items that you want checked or items that you come across.

Area or Location Inspected:

Date:

Inspected By:

| No. | Item   | Yes | No | Comments |
|-----|--|-----|----|----------|
| 1   | Is the workplace clean and tidy?   |     |    |          |
| 2   | Is there adequate lighting?  |     |    |          |
| 3   | Is there excessive noise?  |     |    |          |
| 4   | Is the temperature reasonable?   |     |    |          |
| 5   | Are welfare facilities, e.g. toilets and canteen, clean and tidy?                              |     |    |          |
| 6   | Are walkways kept clear of trip hazards?   |     |    |          |
| 7   | Are there trailing leads?  |     |    |          |
| 8   | Is there clear access to exit doors and do fire exits open outwards?                           |     |    |          |
| 9   | Are floors and walkways slippery?  |     |    |          |
| 10  | Are floors wet at the entrance?  |     |    |          |
| 11  | Are secure handrails in place on stairways and raised walkways?                                |     |    |          |
| 12  | Are steps hard to see, damaged or slippery?  |     |    |          |
| 13  | Is wet cleaning of floors carried out at a time when there is little or no pedestrian traffic? |     |    |          |
| 14  | Are fire extinguishers in their marked locations?  |     |    |          |
| 15  | Have fire extinguishers been serviced and checked and are they in date?                        |     |    |          |
| 16  | Has the fire alarm recently been tested?   |     |    |          |
| 17  | Are employees aware of the location of the assembly point?                                     |     |    |          |
| 18  | Has an evacuation drill been carried out in the past 6 months?                                 |     |    |          |
| 19  | Are employees aware of the location of the first aid kit?                                      |     |    |          |
| 20  | Is the first aid kit fully stocked and has it recently been checked?                           |     |    |          |
| 21  | Are employees aware of the location of emergency power cut offs e.g. for electricity and gas?  |     |    |          |
| 22  | Have employees using machines and equipment been trained?                                      |     |    |          |

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| No. | Item  | Yes        | No        | Comments        |
|-----|---|------------|-----------|-----------------|
| 23  | Are machine guards in place to prevent access to dangerous parts?   |            |           |                 |
| 24  | Are employees aware of the location of machine emergency stop(s) and are they within easy reach and working?                                    |            |           |                 |
| 25  | Are machine operator manuals / instructions available?  |            |           |                 |
| 26  | Is PPE (Personal Protective Equipment) provided and being worn?   |            |           |                 |
| 27  | Do electrical cables and plugs show signs of over-heating, damage or wear and tear?   |            |           |                 |
| 28  | Has the RCD (Residual Current Device) recently been tripped / tested?   |            |           |                 |
| 29  | If asbestos is present in the building is its condition being monitored and are there procedures and signs in place to prevent its disturbance? |            |           |                 |
| 30  | Are chemicals stored safely?  |            |           |                 |
| 31  | Are systems for removing dust or fumes in good working order and used as needed?  |            |           |                 |
| 32  | Do the wheels of trolleys and manual handling aids move freely?   |            |           |                 |
| 33  | Are signs or information provided to direct visitors to reception?  |            |           |                 |
| 34  | Are vehicles and pedestrians kept safely apart?   |            |           |                 |
| 35  | Are vehicles loaded or unloaded in a suitable area?   |            |           |                 |
| 36  | Are mirrors and other visibility aids on workplace vehicles in good working order?  |            |           |                 |
| 37  | Are there edges and openings where people could fall?   |            |           |                 |
| 38  | Is suitable equipment used for getting to work areas at height?   |            |           |                 |
| 39  | Is there an in-date certificate of thorough examination for lifting equipment e.g. lift, crane, hoist, forklift, MEWP?                          |            |           |                 |
| 40  | Is there an in-date certificate of thorough examination for pressure systems e.g. pressurised steam boiler, compressed air?                     |            |           |                 |
| 41  | Have employees been made aware of the contents of the safety statement and the risk assessments relevant to their work?                         |            |           |                 |
| 42  | Are employees aware where the safety statement is available?  |            |           |                 |
|     | <b>Additional items / hazards in your workplace:</b>  | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
| 43  |   |            |           |                 |
| 44  |   |            |           |                 |
| 45  |   |            |           |                 |